

**BARABOO BUSINESS IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS MEETING AGENDA**

**Date and Time:** **Wednesday, June 15, 2022 at 6:00 P.M.**  
**Location:** **Council Chambers, City Hall 101 South Blvd. Baraboo**  
**Others Noticed:** S. Fay, A. Killgallon, B. Stelling, T. Wickus, M. Miller, K. Thurow, Tracey Sefkar, Brenden McDaniel, Deirdre Marshall  
**Others Noticed** Casey Bradley  
Media: News Republic, WRPQ, Library, City Hall

**OPENING**

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of May 18, 2022.
5. Adoption of Agenda.

**REPORTS OF OFFICERS and COMMITTEES**

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

**OLD BUSINESS** - None

**NEW BUSINESS**

- Approval of financials
- Approval of Vouchers
- Motion to approve bylaw change of meeting time from 5:45 p.m. to 6:00 p.m.

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – July 20, 2022 at 6:00 PM

**ADJOURNMENT**

Sarah Fay, Chairperson

***Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.*** Agenda prepared by S. Fay    Agenda posted by K Denzer on 6/14/2022

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

**FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH**

## Baraboo BID Meeting Minutes 5/18/2022

Present:

Members: S. Fay, K. Thurow, B. T. Sefkar, A. Killgallon, T. Wickus, B. Stelling, D Marshall,

Absent:

Members:

Other:

PJ Kruschel, DBI President & Seth Taft, Downtown Baraboo Manager

President Fay called the meeting to order at 6:06PM

Approval of March 2022 minutes: Sefkar/Stelling, Carried

### **Officer/Committee**

### **Reports**

President: Fay

None

Secretary: Killgallon

None

Treasurer:

B. Stelling inquired as to any interest in the position of Treasurer.

Appearances: Wickus

– Baskets are up except for 5 that are waiting on liners.

Business Development:

None

Finance:

None

Parking:

None

Promotions:

None

President Fay touched on the responsibilities of each committee.

- Appearance Committee
  - Meets 1-2 Times a year
  - \$10,000 annual budget
    - Flowers & Decor year round
    - Garbages
    - Benches
    - Bike Racks
- Business Development
  - Previously Involved Pop-Up Shops
  - Seminars & Focus Groups
  - Classes for Business operators
  - Overall to help businesses grow
- Finance Committee
  - Minimal Meeting
  - Oversees the finances of BID
- Parking
  - Maintain/weed district parking lots
  - Added garbage cans to parking lots in past
- Promotions Committee
  - Marketing of Downtown Baraboo

- Banners, Ads, etc
- Utilizes most of annual budget

New Business:

- Vouchers
  - City of Baraboo - \$63.77
  - DBI Holiday Lights - \$271.56
  - Amy Schertz – Spring 2022 Planters - \$534.22
  - Portion of Madison Media Partners Invoice for Devil's Lake Map - \$550.00
  - Total: \$1,419.55
  - Thorow/Andy, Carried
- Discussion of Electrical Upgrade
  - PJ Explained need for upgrade
    - Food Trucks
    - Current System has reached the end of life
  - Hills knows equipment and installed in the past
  - While its on county grounds, they have no interest in paying for upgrade
  - Partnership between DBI & BID would expedite process
  - Hills would honor quote
  - Partnership approved by DBI Board
  - A. Killgallon inquired about electrical issues at Spring Fair, PJ confirmed that was user error
  - B. Stelling inquired about a window of opportunity to complete the project that wouldn't affect other events
  - Motion to Fund via reserves
  - Stelling, Thorow, Carried
- Approval of Financials
  - Killgallon/Sefkar, Carried
- Approval of Farmers Market Contract & Payment for compensation
  - Stelling – How to pay the compensation
    - 1<sup>st</sup> payment delayed to June
    - To be included in next month's vouchers
    - Motion to Approve – Stelling.Marshall, Carried
- Motion of Election of Board
  - Sefkar/Marshall, Carried
- Next Agenda Items
  - Bylaw Change – 5:45p to 6pm start time

Motion to Adjourn by Thurow/Marshall, carried.

Respectfully Submitted  
Andy Killgallon

**BID OFFICERS**  
**May 2022-2023**

**Sarah Fay, President**

**Owner:** The Jewelers Edge LLC

[faysaraha1@yahoo.com](mailto:faysaraha1@yahoo.com)

Cell: 608-843-4557

**Todd Wickus, Vice President**

**Owner:** Just Imagine Toys

[todd@justimaginetoy.com](mailto:todd@justimaginetoy.com)

Phone: 608-356-5507

**Secretary, Andrew Killgallon**

**Retail Tenant** – Radio Shack

[andrewkillgallon@gmail.com](mailto:andrewkillgallon@gmail.com)

Phone: 608-356-6666

**Treasurer, Bekah Stelling**

**Owner** – Bekah Kates

[bekah@bekahkates.com](mailto:bekah@bekahkates.com)

Phone: 608-356-3133

**Members**

**Michelle Miller**

**Owner-** Ardyths Sew n Vac

[michele.miller2046@gmail.com](mailto:michele.miller2046@gmail.com)

Phone: 608-356-4461

**Kathleen Thurow**

Alderperson

[kthurow@cityofbaraboo.com](mailto:kthurow@cityofbaraboo.com)

**Dee Marshall**

**Service Provider** - Knight Barry Title [dee@knightbarry.com](mailto:dee@knightbarry.com)

Phone: 608-448-4136

**Tracey Sefkar**

**Service Provider** - Baraboo State Bank [tsefkar@baraboobank.com](mailto:tsefkar@baraboobank.com)

Phone: 608-356-7703  
Ext: 3318

**Brenden McDaniel**

**Retail Tenant** - Baraboo Toy Soldier [barabootoysoldier@baraboo.com](mailto:barabootoysoldier@baraboo.com) Phone: 608-566-7075

**Committees**

**APPEARANCE**

Bekah Stelling, Chair  
Tracey Sefkar  
Sarah Fay  
Michelle Miller  
Brenden McDaniel

**FINANCE**

Bekah Stelling, Chair  
Todd Wickus

**BUSINESS DEVELOPMENT**

Dee Marshall - Chair  
Kathleen Thurow  
Sarah Fay  
Andrew Killgallon

**PARKING**

Sarah Fay, Chair  
Andrew Killgallon      Dee Marshall

**PROMOTIONS**

Todd Wickus, Chair  
Kathleen Thurow  
Tracey Sefkar  
Brenden McDaniel  
Michelle Miller

**May 1, 2022**

**INVOICE: \$500**  
**Due May 30, 2022**

**TO: CITY OF BARABOO BUSINESS IMPROVEMENT DISTRICT**

**FROM: Kate Pettit**  
**E7429 Copper Spring Ln**  
**Reedsburg, WI 53959**  
**SSN: 399-46-7433**

**For: Services rendered as 2022 Baraboo Farmers' Market Manager**



CliftonLarsonAllen

Direct Billing Inquiries to:

CliftonLarsonAllen LLP  
(608) 662-8600

**Payment is due upon receipt**

Account Name City of Baraboo, Wisconsin  
Account Number 018-044774  
Authorization Number 0001368960

**Invoice Total** \$18,900.00  
**Invoice Number** 3294991  
**Invoice Date** 5/26/2022

To pay your bill electronically please visit [claconnect.com/billpay](https://claconnect.com/billpay)

Progress billing No. 2 for professional services related to the audit of the December 31, 2021 financial statements. \$18,000.00

Form C 1,600  
Water 2,570  
Sewer 2,570  
Storm 2,560  
CDA 5,920  
BID 1,700  
City 1,980

Total 18,900

Technology and Client Support Fee \$900.00

**Invoice Total** \$18,900.00

Payment is due upon receipt.

Please detach and remit payment to the address below.

### We Appreciate Your Business and Referrals

Remit to:

CliftonLarsonAllen LLP  
P.O. Box 775967  
Chicago, IL 60677-5967

077596701804477400018900000000032949918

City of Baraboo, Wisconsin  
101 South Blvd.  
Baraboo, WI 53913

Amount Remitted \$ \_\_\_\_\_  
Account Number 018-044774  
Invoice Number 3294991

**Landscape Techniques, LLC****S4082 County Rd. BD****Baraboo, WI 53913****(608) 355-0617**Date  
**6/6/2022**Invoice #  
**25357**

BILL TO:

SHIP TO:

**Baraboo BID**

			P.O. No.	Terms
				Net 20
QTY	CATEGORY	DESCRIPTION	RATE	AMOUNT
30	07-Hanging Bask...	Spring 2022		
5	07-Hanging Bask...	20" Hanging baskets	50.00	1,500.00
15	26Pots/Barrels.	24"Hanging baskets	60.00	300.00
		Coco liner.	4.00	60.00
<div>Thank you for your prompt payment!</div> <div>We appreciate your business.</div> <div>A \$3.00/mo. late fee will apply if paid after terms.</div>			Sales Tax (5.5%) \$0.00	
			TOTAL	\$1,860.00



**AGRI-VIEW**

**AMPLIFIED**

1901 Fish Hatchery Road • Madison, WI 53713-1248

ACCOUNT NUMBER	PAGE NO.
<b>190-60000500</b>	<b>1 of 1</b>
BILLING PERIOD	TERMS OF PAYMENT
<b>05/02/2022 -- 05/29/2022</b>	<b>Net 20</b>
CUSTOMER NAME	CUSTOMER NUMBER
<b>Baraboo Business Improvement Dist.</b>	<b>190-60000500</b>

**INVOICE AND STATEMENT**

Date	Order Number	Reference	Description Other Comments	Billed Units	Times Run	Net Amount
05/01/2022			Balance Brought Forward			2,100.00
05/29/2022			F/C - Late Fee			15.50
<p><b>Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon below to send credit card payment to our lockbox in the envelope provided.</b></p>						

CURR NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120 DAYS	TOTAL AMOUNT DUE
15.50	550.00	1,550.00	0.00	0.00	2,115.50

Payments are due 20 days from receipt. ☐ Finance charges of 1% (\$1 Min) applied to all past due balances. ☐ Questions? Please call our Financial Dept. at 1-833-954-1972

**Capital Newspapers  
Lee Advertising  
PO Box 4690  
Carol Stream IL 60197-4690**

**Capital Newspapers  
Lee Advertising  
PO Box 4690  
Carol Stream IL 60197-4690**

*Return this portion with your payment*

<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Acct #: _____	
Exp. Date: ____/____/____	
Name on credit card _____	
Signature _____	

Please make checks payable to: **Capital Newspapers**

Account #	<b>190-60000500</b>
Billing Date	<b>05/29/2022</b>
Amount Due	<b>2,115.50</b>
<b>Amount Enclosed</b>	\$ _____



Baraboo Business Improvement Dist.  
101 SOUTH BLVD.  
BARABOO WI 53913

000054

**CAPITAL NEWSPAPERS  
LEE ADVERTISING  
PO BOX 4690  
CAROL STREAM IL 60197-4690**



19060000500200211550000015500005500000155000000000000529222015





4600 E 53<sup>rd</sup> Street  
Davenport, IA 52807

Subject: Electronic Funds Transfer (ACH) payment information and banking update

To our Valued Customers:

We have recently upgraded our accounts receivable system to support an automated electronic payment posting process. This upgrade will allow us to continue to process your EFT/ACH payments accurately and more efficiently.

To facilitate this upgrade, please direct all future EFT/ACH payments using the bank account information listed below:

Bank Name:	US Bank
Routing Number:	123000848
Account Number:	153912072557
Account Type:	Checking

For payments to be applied to your account in the most efficient and timely manner, please make sure that all EFT/ACH payments submitted include a NACHA (National Automated Clearing House Association) formatted addenda record.

For your convenience, on the back of this letter we've included examples of two acceptable addenda records (CCD+ and CTX). Please also review the tips highlighted in the examples for easy reference when submitting a CTX addenda record with your EFT/ACH payment.

If your payables system is unable to include addenda and you still wish to pay your statement via EFT/ACH, please email your complete remittance information, including your 11 or 15 digit customer account number, as well as statement and/or order number to [leeenterprisesVPRR@usbank.com](mailto:leeenterprisesVPRR@usbank.com) to allow us to accurately and efficiently process your payment.

Thank you for taking the time to provide complete and proper payment detail.

We appreciate your business!

LEEADV

# Lee Enterprises - ACH electronic payment guidance

## CCD+ and CTX addenda record examples

### CCD+ Addenda Record – The amount(s) in the 705 record must equal the NACHA 6 record amount field, positions 30-39)

520007 Company name 3101036151CCDMISC PAY 0717090907171982101036150000174  
622075000022EFGH99999999 0000010000390476280124007receiving company name001101036152648339 \

705RMT\*IV\*10261790041\*25.00\RMT\*IV\*860000000148657\*75.00\

The RMT02 or RMR02 field must contain only the 11 or 15 digit CUSTOMER ACCOUNT NUMBER as noted on your statement(s).

A decimal point is required for dollar amounts in this section of the addenda record.

- The grey-highlighted "10000" represents the total amount of the transaction (the sum of the green-highlighted amounts). No decimal point is required here.
- The yellow-highlighted "10261790041" and "860000000148657" represent the customer account numbers being paid. These must always be 11 digits or 15 digits.
- The green-highlighted "25.00" represents the amount paid for customer account number 10261790041; the green-highlighted "75.00" is the amount paid for a second customer account number, 860000000148657.

### CTX Addenda Record - The amount(s) in the 705 record must equal the NACHA 6 record amount field, positions 30-39)

52000Company Name 9000219037CTXUS BANK 0907170907202011021001030000003  
622075000022EFGH99999999 0000124454 00receiving company name1021001033293064  
705ISA\*00\* 00\* \*ZZ\*9000219037 \*ZZ\*Company \*090717\*11400013293064  
7050\*U\*00401\*031220858\*0\*P\*~\GS\*RA\*9000219037\*Name pa\*20090717\*1140\*31220858\*X\*004000023293064  
70510\ST\*820\*000000001\BPR\*C\*1244.54\*C\*ACH\*CTX\*01\*031100380\*DA\*00590450\*9000219037\*00033293064  
705\*01\*042000013\*DA\*192072783\*20090717\N1\*PR\*Name of payee jo\PER\*IC\*onli Payment 000043293064  
705perations\*TE\*(800)788-2550\N1\*PE\*US BANK\ENT\*1\NM1\*PR\*1\*name ofifric\RMR\*IV\*840000002278016  
705003388\*479.30\DTM\*003\*20090717\ENT\*2\NM1\*PR\*1\*name of payee ard\RMR\*IV\*860000000148657  
70501\*415.24\DTM\*003\*20090717\ENT\*3\NM1\*PR\*1\*name of payee \RMR\*IV\*10261790041\*350.00\DTM\*003  
\*20090717\SE\*18\*000000001\GE\*1\*31220858\IEA\*1\*031220858\REF\*R7\*REFERENCE ID\*REFERENCE  
DESCRIPTION\

The REF02 Segment:  
Please include your  
STATEMENT NUMBER  
in this field.

The REF 03 Segment:  
Include ORDER  
NUMBER here.

The RMT02 or RMR02 field MUST  
contain your 11 or 15 digit  
CUSTOMER ACCOUNT NUMBER  
as noted on your statement(s).

A decimal point is  
required for dollar  
amounts in this  
section of the  
addenda record.

- The grey-highlighted "0000124454" represents the total amount of the transaction (the sum of the green-highlighted amounts). No decimal point is required here.
- The yellow-highlighted "10261790041", "840000002278016" and "860000000148657" represent customer account numbers being paid. These must always be 11 or 15 digits.
- The green-highlighted "350.00" represents the individual amounts paid for associated customer account number 10261790041, and so on.
- For CTX, Statement Number and Order Number may be included in the REF02 (Reference ID) field and REF03 (Remittance Description) field for additional payment clarification.



## IMPORTANT CHANGES TO YOUR STATEMENT

**Please verify you are using the correct CUSTOMER ACCOUNT NUMBER and REMITTANCE ADDRESS.**

To promptly and accurately process your payment, please verify that the following information is included:

### EXAMPLE BELOW

- **Use your full account number** with your payment, including all eleven digits as well as any applicable order information. Your customer account number is located on the top right corner of your statement, as in the example:

ACCOUNT NUMBER	PAGE NO.
XXX-XXXXXXX	1 of 1
BILLING PERIOD	TERMS OF PAYMENT
MM/DD/YYYY - MM/DD/YYYY	Net 30

- **If applicable, please update our customer remittance address to:**

*Name of publication* (As noted on your remittance coupon)  
Lee Enterprises Advertising  
P.O. Box 4690  
Carol Stream, IL 60197-4690

- **If possible, please include the remittance coupon.**

*Making the above changes will help assure that your payment is applied to your customer account immediately upon receipt.*

Please note that as of April 8<sup>th</sup>, we will no longer accept payments via secure fax. Please utilize your remittance coupon to submit payments.

Thank you for being a valued customer!

**City of Baraboo**  
**BID Fund 390**  
**Balance Sheets**  
**May 31, 2022 and December 31, 2021**

<b>Assets:</b>	<b>May 31, 2022</b>	<b>December 31, 2021</b>
<b>Current Assets:</b>		
Cash	\$ 107,372.13	\$ 71,959.02
BID Assessment Receivable	9,433.25	-
Accounts Receivable	-	-
Due from Tax Roll	9,464.21	9,464.21
<b>Total Current Assets</b>	<b>126,269.59</b>	<b>81,423.23</b>
<b>Total Assets</b>	<b>\$ 126,269.59</b>	<b>\$ 81,423.23</b>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 1,398.06
Due to General Fund	-	78.74
<b>Total Liabilities</b>	<b>-</b>	<b>1,476.80</b>
<b>Fund Equity:</b>		
Fund Balance	77,992.22	72,885.41
Designated-Pocket Park	1,954.21	1,954.21
Net Revenues/(Expenditures)	46,323.16	5,106.81
<b>Total Fund Equity</b>	<b>126,269.59</b>	<b>79,946.43</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 126,269.59</b>	<b>\$ 81,423.23</b>

**City of Baraboo**  
**BID Fund 390**  
**Income Statement with Comparison to Budget**  
**For The Five Months Ending May 31, 2022**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
BID Assessment	\$ -	\$ 46,900.00	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	1,480.00	3,160.20	3,500.00	90.29
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,480.00</b>	<b>\$ 50,060.20</b>	<b>\$ 50,400.00</b>	<b>99.33</b>
<b>Expenditures:</b>				
<b>BID - Economic Development</b>				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
<b>Total BID - Economic Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>BID - Transfer to Debt Service</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total BID - Transfer to Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>BID - Transfer to Capital Projects</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total BID - Transfer to Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>BID - Community Development - BID</b>				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	-	-	1,700.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	534.22	684.22	19,000.00	3.60
Promotions	550.00	2,989.05	22,100.00	13.53
Business Development	-	-	3,250.00	-
Office Supplies	63.77	63.77	200.00	31.89
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
<b>Total BID - Community Development - BID</b>	<b>\$ 1,147.99</b>	<b>\$ 3,737.04</b>	<b>\$ 50,400.00</b>	<b>7.41</b>
<b>Total Expenditures</b>	<b>\$ 1,147.99</b>	<b>\$ 3,737.04</b>	<b>\$ 50,400.00</b>	<b>7.41</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ 332.01</b>	<b>\$ 46,323.16</b>	<b>\$ -</b>	

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Balance Sheets**  
**May 31, 2022 and December 31, 2021**

<b>Assets:</b>	<b>May 31, 2022</b>	<b>December 31, 2021</b>
<b>Current Assets:</b>		
Cash	\$ -	\$ -
<b>Total Current Assets</b>	-	-
<b>Total Assets</b>	<u>\$ -</u>	<u>\$ -</u>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ -
<b>Total Liabilities</b>	-	-
<b>Fund Equity:</b>		
Fund Balance	-	1,949.89
Net Revenues/(Expenditures)	-	(1,949.89)
<b>Total Fund Equity</b>	-	-
<b>Total Liabilities and Fund Equity</b>	<u>\$ -</u>	<u>\$ -</u>

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Income Statement with Comparison to Budget**  
**For The Five Months Ending May 31, 2022**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Expenditures:</b>				
<b>BID - Pocket Park - Community Development - BID</b>				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
<b>Total BID - Pocket Park - Community Dev</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Publishing			01/01/2022 (00/22) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Professional Services			01/01/2022 (00/22) Balance	390-69-56700-215-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	2,000.00 Unexpended	2,000.00		
Accounting Services			01/01/2022 (00/22) Balance	390-69-56700-219-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	1,700.00 Unexpended	1,700.00		
Parking Lot Development			01/01/2022 (00/22) Balance	390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	1,500.00 Unexpended	1,500.00		
Appearances/Banners			01/01/2022 (00/22) Balance	390-69-56700-300-971			.00
02/23/2022	AP	565	GRABER MANUFACTURING INC **VendorNo: 1018 **Inv. No: 88475 **Desc: BID-CUSTOM CIRCUS WHEEL BIKE RACK **Inv. Date: 2/23/2022 **PO No:		150.00		
05/18/2022	AP	793	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SPRING2022 **Desc: BID-SPRING PLANTERS **Inv. Date: 5/18/2022 **PO No:		534.22		
YTD Encumbrance		.00 YTD Actual	684.22 Total 684.22 YTD Budget	19,000.00 Unexpended	18,315.78		
Promotions			01/01/2022 (00/22) Balance	390-69-56700-300-972			.00
02/11/2022	AP	633	ORTNER-BLAKE, LORRAINE **VendorNo: 1847 **Inv. No: 1222 **Desc: BID-UPDATE ADS **Inv. Date: 2/11/2022 **PO No:		66.30		
03/26/2022	AP	682	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 93895-1 **Desc: BID-DEVILS LAKE PARK GUIDE **Inv. Date: 3/26/2022 **PO No:		1,550.00		
03/12/2022	AP	754	DILLMAN, NANCY **VendorNo: 685 **Inv. No: 0312222 **Desc: BID-WORDFENCE PREMIUM LICENSE-FARMER'S MARKET **Inv. Date: 3/12/2022 **PO No:		99.00		
04/07/2022	AP	853	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1540 **Desc: BID-FARMERS MARKET WEB HOSTING 3/1/22 TO 3/1/23 **Inv. Date: 4/7/2022 **PO No:		125.00		
03/17/2022	AP	895	VINYL GRAPHICS FOR YOU LLC **VendorNo: 2644 **Inv. No: 1630 **Desc: BID-FULL COLOR BANNERS **Inv. Date: 3/17/2022 **PO No:		323.75		
04/04/2022	AP	976	WATERFRONT GRAPHIC DESIGN **VendorNo: 4062 **Inv. No: 13336 **Desc: BID-BANNER & AD DESIGNS **Inv. Date: 4/4/2022 **PO No:		275.00		
04/15/2022	AP	530	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 96935-1 **Desc: BID-DEVIL'S LAKE MAP **Inv. Date: 4/15/2022 **PO No:		550.00		
YTD Encumbrance		.00 YTD Actual	2,989.05 Total 2,989.05 YTD Budget	22,100.00 Unexpended	19,110.95		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Business Development			01/01/2022 (00/22) Balance	390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,250.00 Unexpended	3,250.00	
Office Supplies			01/01/2022 (00/22) Balance	390-69-56700-310-000			.00
12/31/2021	AP	536	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12545 **Desc: BID-3RD & 4TH QTR COPIES & POSTAGE **Inv. Date: 12/31/2021 **PO No:		78.74		
12/31/2021	JE	2	RJE 12 116 Reverse payables to City			78.74-	
03/31/2022	AP	568	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12600 **Desc: BID-1ST QTR 2022 COPIES / POSTAGE **Inv. Date: 3/31/2022 **PO No:		63.77		
YTD Encumbrance		.00 YTD Actual	63.77 Total	63.77 YTD Budget	200.00 Unexpended	136.23	
Operating Supplies			01/01/2022 (00/22) Balance	390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			01/01/2022 (00/22) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 12 Number of Accounts: 10					Debit	Credit	Proof
Total BID:					3,815.78	78.74-	3,737.04

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2022 (00/22) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2022 (00/22) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2022 (00/22) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Transfer to BID			01/01/2022 (00/22) Balance	392-69-59200-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 4					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 12 Number of Accounts: 14					Debit	Credit	Proof
Grand Totals:					3,815.78	78.74-	3,737.04